Arizona Commission on the Arts

Introduces a Pilot Program

Partners in Arts Learning

Providing arts learning experiences to broaden, deepen and diversify a community's relationship with arts organizations by engaging children, families and neighborhoods.

Arizona
Commission
on the Arts

Application Deadline:
November 1, 2007

Eligibility Requirements

Applicants must meet the requirements described in order to apply for and receive funding. Project must take place within **July 1, 2007 – June 30, 2008.** Project applications can take advantage of projects already in progress after July 1, 2007 but projects must be completed by June 30, 2008.

Organizations Eligible to Apply

An applicant must be incorporated as an Arizona non-profit arts organization with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code or be a unit of government. An unincorporated Arizona organization may apply through a fiscal sponsor, provided the fiscal sponsor is an Arizona 501(c)(3) or governmental organization. **Unincorporated** Arizona organizations must:

- Identify the fiscal sponsor (entered on the Organization Profile page in your EGOR application)
- Include a letter from the fiscal sponsor agreeing to serve as such (to be submitted with supplementary materials)
- The fiscal sponsor's 501(c)(3) letter (to be submitted with supplementary materials) *and*
- The signature of an authorized representative of the fiscal sponsor (to be submitted with supplementary materials)

Acting as a fiscal sponsor does not jeopardize the sponsor's own grant applications. Both the applicant and the fiscal sponsor should clearly understand the legal implications of this type of relationship.

We Do Not Fund

- Organizations that received Commission funding in fiscal year 2005-2006 but failed to file a final report postmarked by November 15, 2006
- Projects sponsored by for-profit organizations
- Projects involving the construction of facilities
- Debt reduction
- Food and beverages for receptions and hospitality functions
- Fundraising projects
- Scholarships and awards
- Equipment/capital expenditures
- Re-granting
- Indirect costs
- Lobbying expenses
- College or university-sponsored projects not open to the community outside the university setting
- Production expenses for performing arts and presenting events
- Any other costs other than those delineated in the applicable Eligible Fees table
- Support for staff or teacher's salaries
- Funding for insurance

Maximum Applications

The Commission limits the number of applications that may be submitted by an organization as follows:
- Non-profit organizations = 3
- Government departments and agencies = 2
- University/college departments = 1 (project grant only)
- Individual schools = 1
- School district departments or units = 1

Arizona Working Capital Reserves Program Grants do not count toward the maximum number of applications.

Need

We have adopted a policy stating that "financial need" is not a criterion in determining funding. We encourage both large and small arts organizations to plan for the future by developing working capital or other reserves. Thus, an applicant that has a surplus working capital or other reserve will not be penalized in the grant review process.

Legal Requirements

Please read "Legal Requirements for Grantees/Applicants" before applying to this category **http://www.azarts.gov/legal.htm#**

Supplementary Materials

How to Submit Audio/Visual Materials
Audio/visual samples are the place to demonstrate your project/organization's artistic quality and are relevant to the project. You may also note your organization website.

Each panel is encouraged to view supplementary information; however, at the beginning of the deliberations, panels will accept fair and appropriate ways to view the materials. Generally panels review the work presented for up to two minutes. We do not guarantee that all materials will be reviewed. To ensure the panel reviews the work you wish to have presented, please follow the directions for the various acceptable media below. Use only the formats identified; samples provided in other formats will not be reviewed.

See below for how to prepare, label and format your materials.
- **VHS** - The video must be cued to the portion that you want the panel to see. Clearly label the videotape AND the sleeve with your organization name, and the artist/work to be viewed.
- **Music CD** - For digital submissions, sound recordings must be able to be played with Windows Media Player. For music tracks, label the CD jewel case insert with the organization name and the track you want the panel to hear (we will start at the beginning of the track). Clearly label the jewel case with your organization name, and the artist/work to be viewed. For other types of files stored on CD, label the CD jewel case insert with the organization name, a list of the works submitted on CD, the file name and title or work.
- **Video DVD** - For digital submissions, sound or video recordings must be able to be played with Windows Media Player. Label the DVD jewel case insert with the organization name, and the track you want the panel to see/hear. Clearly label the jewel case with the organization name, and the artist/work to be viewed.
- **Digital Image Files on CD or DVD** - Other digital files must be saved as .jpeg, .tif, or .bmp files. Submit up to 10 images. Label the CD or DVD jewel case insert (or enclose a full list) with the organization name, a list of the works or images, file name(s), title or work, and for visual arts/media/exhibitions applications, the date each work was completed, dimensions, medium, and other pertinent technical information. Images should be "full size" rather than "screen size."
- **Slides** - Submit up to ten 35mm slides. Do NOT send original artwork or glass slides. Slides must be enclosed in one 9x11 inch clear slide sheet. Label the slide sheet with the organization name. Label each slide with the artist name, and title of work. Mark "top" on each slide to indicate how slide is to be viewed. Slides must be numbered in the order they are to be projected. Enclose a sheet with your organization name at the top, then a list of the works submitted, numbered to correspond to the slides, title, date completed, dimensions, medium, and other pertinent technical information.

Return of Supplementary Materials
Print materials will not be returned to the applicant. The Commission will recycle all paper materials.
Audio/visual materials will not be returned unless accompanied by a self-addressed, stamped (not metered) envelope or mailer.

The Application Review Process
Your application will be reviewed by panels of experts and experienced lay-people that assess the proposals' strengths and weaknesses according to the published criteria for awards. Each panel, chaired by a non-voting Commission member, makes recommendations to the Commission regarding which applications receive priority in funding. Commission staff does not vote in the process. The panel meeting will occur in November 2007 (exact date tbd) at the Commission offices and will be open to the public. Please check our website for updates at www.azarts.gov. The Commission convenes for a final decision on grant awards, based on the priority recommendations of the panel and available funding. This Commission meeting will occur in December 2007 (exact date tbd) at the Commission offices and will be open to the public. Please check our website for updates at www.azarts.gov.

Acknowledgement of Commission Support
Grants are made with funding provided through appropriations from the Arizona State Legislature and funding from the National Endowment for the Arts. Some programs receive support from additional funders. All grant recipients receive written information regarding proper and required acknowledgment of the Commission and other funders with their grant award letter.

Review Criteria
The following criteria are the basis of panel review of Arts Learning Project Grant applications:
- Artistic Quality of Project Design
- Articulation of Student and Teacher Learning
- Evidence of Understanding
- Evidence of Community Support
- Appropriateness of the Budget

Guidelines

Partners in Arts Learning - Providing arts learning experiences to broaden, deepen and diversify a community's relationship with arts organizations by engaging children, families and neighborhoods.

The Arizona Commission on the Arts is pleased to introduce a new pilot program for arts organizations. This grant supports programs that enhance the quality and access to arts based learning opportunities. Particular interest and support is given to projects that are sustainable, collaborative, create partnerships with one or multiple local school and community-based organizations and provide direct participation and access to quality arts experiences for participants and community at large and may also focus on or contain elements of professional development for staff, educators and/or teaching artists.

We recommend that you contact ACA Arts Learning Staff to discuss your project plan before submitting the application. Commission staff can provide guidance and access to resources and information that may help you as you develop your program. We offer you access to expanded information about arts education resources, creating understanding goals, evaluation and assessment tools and networks at www.azarts.gov/artslearning.

The Arizona Commission on the Arts supports programs that:

- make the arts an essential, fundamental part of school curriculum
- build students' skills and understanding related to the arts and reflecting the Arizona Arts Standards (for a copy of the Arizona Arts Standards, visit www.azed.gov/standards/arts/revised
- provide professional development opportunities for educators and artists
- demonstrate arts learning through the development of partnerships among artists, arts organizations, classroom teachers, arts specialists and the community
- intend to leave a lasting impact
- build community support and visibility for the arts and arts learning

When submitting application you should:

- Design a program that is appropriate to the size, mission and understanding goals of your organizations. The scope of your program must be long enough for a high-quality program to take place with in-depth experiences for students/teachers. Your program should provide more than a simple exposure to the arts. You should design a program that takes place over a period of time with a group of identified students from your partner organization.
- Schedule planning sessions with all parties involved in the project both before submitting the proposal and before the project begins. These meetings should provide an opportunity to brainstorm and dream about what will make the project meaningful for students, teachers, and artists/arts organizations, and should result in clear goals and objectives before the project begins. This partnership requires listening to each other's strengths and limitations and designing a program that is both realistic and stimulating. A review meeting at the project's mid-point is also recommended to ensure expectations are being met and there is time to adapt the project as needed.
- Describe how your program will address the Arizona Department of Education's arts standards.
- Demonstrate the quality of the artists and artistic resources that will be selected to work in your program. You can use artists selected through your organization or own research or selected from the Arizona Commission on the Arts' *Residency Roster* (www.azarts.gov/residencyroster). If you select artists not on the *Residency Roster*, documentation (in the form of résumé, slides, videos, CD's, writing samples, tapes) that demonstrates their artistic quality, ability to communicate about their art form and ability to carry out the project is required.
- Provide professional development opportunities where appropriate, or plans to disseminate what participants learned to others in your school/community to ensure systemic change in the education of the arts.
- Develop ongoing evaluation methods to generate feedback throughout your program and, in your project final report, discuss how successful you were in achieving your goals and objectives. Information about Arts Assessment is available at www.azarts.gov/guide/evaluation_assessment.htm.
- Enclose support letters from partner school or community organization involved in the project.
- Provide a statement detailing how you intend to involve the broader community in this experience. How will you develop community outreach activities to help build support for arts education? Some examples are presentations at school board meetings, parent workshops, invitations to parents and community to attend a presentation of your project, tickets to a performance or exhibit, etc.

The goals of your project should focus on learning about an art form and/or connecting the arts to other areas of the curriculum. Create projects that will extend or deepen learning for students/participants, the artist, and school/community organization.

Be able to describe the meaningful learning you want to occur over the course of your arts learning project. What are the big ideas or enduring understandings you want students to develop? Those big ideas should inform the **understanding goals** you develop for your arts learning project.

Consider whether your project will focus on:
- **Exposing** students to new ideas and art forms through participation
- **Exploring** ideas, tools, and process from arts disciplines (Using them to develop understanding of ideas from two or more disciplines provides authentic integration of the arts disciplines into the full curriculum)
- **Developing understanding** about ideas through reflection and engagement in artmaking

One useful process for your project planning is called Backward Mapping. It consists of three general steps:
1. Identify the understanding goals for your residency project. (Project goals)
2. Identify how you will know that the students understand what you have presented. What will be the evidence of their understanding? (Ongoing assessment)
3. Identify the learning experiences you will present in order to help develop their understanding. (Program planning)

Examples of Partners in Arts Learning Projects
This grant provides matching funds to support the fees, travel and per diem expenses for artists and/or consultants, supplies and transportation for arts organizations creating partnerships with local school and or community-based organizations to deliver arts-based learning programs for students, communities, staff, teachers and/or teaching artists. Partnership projects must contain a community-based outreach experience for local schools, parents, community members etc. If the focus of your project is professional/curriculum development you are not required to engage in a community outreach experience. Support for staff salaries or funding for insurance are not provided through this grant.

Examples of eligible activities include:

An improvisational theatre troupe will partner with Phoenix Head Start in a project that places professional performing artists in Head Start classrooms to help teach the curriculum through the performing arts. Funds will be used for artists' fees for the seven-week residencies in Head Start preschool classrooms. Parents of students and local community members will be invited to attend a culminating performance at the end of the residency.

The Museum of Art will collaborate with two Arizona artists and partner with a small charter high school in their neighborhood to provide fifty 9th graders with a two-week artists-in-residence program during the artists exhibit at the Museum. The grant will allow the students to understand contemporary art through direct observation and hands-on artmaking, inspired by interaction with original works of art. Free tickets will be provided to students and their families to visit the Museum of Art and take part in an Artist Presentation.

The Arts Education Association will provide Arizona Art Educators with a weekend statewide conference, including professional development incorporating networking, speakers and workshops. This grant will support professional development for Arizona art educators who engage young people in artistic experiences. Educators will return to their home schools and provide a professional development session for classroom teachers on Arts Integration.

A dance company and social service organization will partner to provide after school hip-hop classes for youth. Students and parents of the participants will be provided tickets to attend a live performance of the dance company, where students from the after school program will be featured in a piece performed with the dance company.

A local arts organization will partner with a school district and conduct a yearlong planning and implementation process to create a multi-tiered art based learning menu wherein artists will conduct residency programs in the schools that include performance, exhibits and artmaking. Parents and students will be invited to the center to partake in performance, exhibits and artmaking activities.

How to Apply
Be sure to thoroughly read all the information on Partners in Arts Learning Project Grants. **This is a paper application. You must submit a hard copy to ACA Offices**, however you must have or create an organization profile in EGOR at www.culturegrants.gov.

Funding

Amount of Grant Award and Match Requirement

- The minimum grant award is $750. Your budget must include at least $1,500 in eligible fees and the maximum grant amount is $10,000.
- In general, no organization may receive more than 15% of its overall general operating budget from the Commission.

To assist you in calculating the amount of your possible grant, refer to the Funding Scales and/or Eligible Fees Information.

Eligible Fees Table for Partners in Arts Learning

Project Grant Categories Submit a budget that shows all the expenses and revenues for the project. However, Commission funds may be used only for the checked expenses and the grant award is a part of those expenses. **Staff costs are not eligible.**	Guest Artist(s), Consultant(s), Speaker(s) Fees, Travel, Meals, Lodging	Educational Supplies/Materials (study guides, consumable art materials to be used during project, or the cost of ticket or admission fees for participants and community members)	Production Expenses	Teacher/Staff Salaries	Insurance	Marketing	Evaluation	Transportation
Partners in Arts Learning	✓	✓				✓	✓	✓

Total Project Cost Funding Scale

If eligible fees are between:	You may request up to:
$1,500 to $19,999	50% of eligible fees/expenses
$20,000 and Above	$10,000
For projects where travel/per diem is requested, ACA provides a sample scale for travel/per diem. Round trip (RT) map mileage from artist/consultant's city to applicant city.	
0-70 miles RT	$0 miles/lodging/meal reimbursement
71-400+ miles RT	$60 per day, all-inclusive mile/lodging/meal reimbursement

Commission Funding Priorities: Rural, Disability and Ethnic-Run Organizations

The Commission is charged with increasing participation in and access to arts experiences for all Arizonans and therefore the Commission welcomes applications from all eligible organizations and schools.

Automatic positive (+) ranking marks are given to:

- Projects and organizations in rural areas of the state (communities outside of the metropolitan areas of Tucson and Phoenix).
- Ethnic-run organizations and projects coordinated by such organizations. Ethnic-run organizations producing or presenting the arts must meet two of the following four criteria: the majority of board identifies as ethnic; the majority of staff identifies as ethnic; the majority of programs are identified as ethnic; the organization demonstrates involvement in ethnic community or communities.
- Organizations and projects representing and serving people with disabilities as their primary mission.

The positive (+) ranking marks provide applications with a step up during the funding allocation process. As an example, an application submitted by a rural, disabled, or ethnic-run organization that was ranked as a Medium in the panel process would be moved to a Medium-Plus ranking.

Partners in Arts Learning Application

Applications that do not follow the guidelines stated will not be submitted for panel review. Submit one copy of application and all attachments by **November 1, 2007** (postmarked or hand-delivered by 5:00 pm). **Do not staple any of the documents.**
Arizona Commission on the Arts, 417 West Roosevelt Street, Phoenix, Arizona 85003-1326
EMAIL A COMPLETE COPY OF YOUR NARRATIVE, subject header PAL Grants to artlearningnews@azarts.gov

For office use **Grant Number: PAL 08-**

Applicant Organization. If the application is from a consortium of organizations, the lead applicant must be an arts organization and must agree to receive and appropriately expend any funding awarded. If the applicant organization is unincorporated, it must designate a non-profit fiscal agent (that is federally tax-exempt), list below and include the fiscal agent's signature.

* Required: All applicants must have an organization profile in EGOR. To create a profile visit http://www.culturegrants-az.org/ .

Arts Organization

Project Director (Mr./Ms.) _____ Title _____
(This is the person to whom all Commission correspondence will be addressed)
Arts Organization Mailing Address
City _____ County _____
State   Arizona _____ Zip Code _____
Phone   (   ) _____ Fax   (   ) _____ e-mail _____
Website
Authorizing Official (Mr./Ms.) _____ Title _____
(This is the person who is legally able to obligate the applicant)
Organization Federal Tax ID #
Legislative District # _____ Congressional District # _____ *(based on mailing address)*
If you don't know your district number(s), Visit Arizona Citizens for the Arts at: http://www.azcitizensforthearts.org/
Race/Ethnicity of Applicant Organization* _____ and of Project* _____ ** See Chart at bottom for Codes*

Applicant Not-For-Profit Status. (Check One)
1. ☐   501(c)(3) of the United States Revenue Code *(First-time applicants only: attach copy of Tax Exempt Letter)*
2. ☐   Public Agency *(indicate)*
3. ☐   Applicant is not 501(c)(3), but using a Fiscal Agent *(name)* _____
     Fiscal Agent Signature _____
        (Attach a copy of Fiscal Agent's Tax Exempt Letter)
☐   This is a partnership application; a complete list of collaboration members, and a letter of support from at least four and no more than six collaborating partners are attached.

Project Title: _____

Grant Amount Requested $ _____

Certification. We certify that we are committed to the completion of the proposed project in compliance with legal requirements and granting procedures. We certify that the information contained in this application, including attachments and supporting materials, is true and correct to the best of our knowledge.
Authorizing Official's Signature _____ Date _____

(This is the person who is legally able to obligate the applicant)
Project Director's Signature _____ Date _____

(This is the person who is responsible for the project)

* You should use the one code that best represents 50 percent or more of your organization's or grantee's staff or board or membership: **N** - 50% or more American Indian/Alaska Native, **A** - 50% or more Asian, **P** - 50% or more Native Hawaiian/Pacific Islander, **B** - 50% or more Black/African American ,**H** - 50 % or more Hispanic/Latino, **W** - 50% or more White, **99** - No single group listed above comprises 50% or more of staff or board or membership. Use these same codes to indicate the race/ethnicity of those served by your project.

Partners in Arts Learning Narrative

* Required to respond. You must keep within word counts provided below, maintaining the formatting found here in the Narrative. Your response must be in Times New Roman, 12 pt font. Do not bold, italicize or emphasize your text. Ensure you remain within character counts. Failure to do so may render your application ineligible for review. Respond to these questions as the arts organization implementing this project with a partnering school/community organization.

*Give us a one-sentence description of project.

*Proposed Start Date of Project (must be July 1, 2007 or later)
*Proposed End Date of Project (must be June 30, 2008 or earlier)

*Describe the overall project. Include the major project goals or outcomes, project learning experiences and how you will address the goals through learning experiences. (up to 140 words)

ARTISTIC QUALITY

*Is this artist/company on the ACA's Residency Roster?
(If not sure, click here to search the Residency Roster http://www.azarts.gov/residencyroster/index.htm)

*Describe your selection process for the artist, company or consultant, addressing both their artistic quality and their skills and experience related to the goals of the project. (up to 50 words)

If you are selecting the same artist(s) that you have involved in the past describe your reasons for making this choice. How will this project build on previous project(s)? (up to 50 words)

ARTICULATION OF STUDENT/PARTICIPATION LEARNING

*Identify the number and type of all participants who will benefit directly from the project (e.g. 20 5th grade students, 2 teachers, 10 parents and 100 community audience members)

*Describe how the artist will engage each of the participants: students, teachers, administrators, staff, etc in the project. (up to 100 words)

*Describe how the need for this project was determined, based on the participants. (up to 100 words)

*Describe your preparation for this project including how previous project(s) success and challenges have impacted your planning. (up to 100 words)

*Describe a representative project session. Use specific examples. (up to 100 words)

*Describe how this project will impact participant learning. (up to 100 words)

EVIDENCE OF UNDERSTANDING

Our goal is to support the arts and the vital, substantive impact they can have on student learning. How can we develop appropriate Understanding Goals, and how can we assess accurately and fairly what our students have learned? Information, tools and resources regarding assessment of student learning are available at http://www.azarts.gov/artlearning/resources.htm

*You have up to (up to 250 words) to describe the expected understanding goals and outcomes of the project. You should consider these questions in your responses:

- What are your specific understanding goals for the project participants? What will students/participants know and be able to do at the end of this project? (If the focus is on professional development, what knowledge and skills will teachers, artists or other learners gain that will impact their teaching practice? If the focus is on curriculum, what is the significance for teaching and learning?)
- Describe any additional outcomes or impacts that are significant, their impact on participants and describe why they are important.

*How will the project be evaluated? You have up to (up to 250 words) to describe how you will evaluate progress toward your understanding goals. You should consider these questions in your response:

- How are the evaluation activities connected to the understanding goals for the project?
- How will the evaluation demonstrate whether project outcomes have been met?
- How will data be used (analyzed or interpreted)?
- How will evaluation results be used with wider audiences, such as school boards, funders or policymakers?
- How will you evaluate your artist/consultant?

*How will this project address the Arts Standards? You have up to (up to 125 words). We are not looking for a laundry list of standards; please take some time to become familiar with the standards at http://www.ade.az.gov/standards/arts/revised/. You should consider these questions in your response:

- How will this project conceptually and/or practically address the Arts Standards?
- How will this evaluation be tied to the arts standards?
- Describe how your project will address several standards though exposure and introduction or specifically address one or a few standards more deeply.

EVIDENCE OF COMMUNITY SUPPORT

*Identify and describe collaborating partners. (up to 45 words)

*Describe how you will engage collaborating partners in this project, in addition to the initial planning. How will they participate and how will you engage their active support? How will you ensure sustainability for this project? Be specific. (up to 100 words)

*Describe how you will engage the broader community in the project. How will you develop community outreach activities? (Some examples are providing tickets to a performance or exhibit, inviting students to assist in backstage productions, behind the scenes tour, etc.). (up to 75 words)

* Describe how you will help build support for arts education. (Some examples are presentations at school board meetings, parent workshops, presentation of your project at the school, lending your expertise by providing lighting technicians for school musical, etc.). (up to 75 words)

Is there a crucial piece of information you haven't had the opportunity to share in the previous questions? (up to 125 words)

Partners in Arts Learning Support Material Checklist

Check off each item that you will submit by November 1, 2007. Those noted with an * are required. Lack of supplementary materials may affect the panel's review of your application.

☐   * Federal Tax Exemption Letter: (**For first-time applicants only**. This is a letter from the IRS granting your organization or your designated fiscal agent 501(c)(3) status. It is NOT the letter assigning you a Federal Tax ID Number.) Public Schools and Units of Government do not need to submit this.

☐   * Letter of support, written and signed by the artist/company or consultant that will work with you on this project.

☐   * At least four and no more than six letters of support, written and signed by the collaboration partner, School/Community Organization: Principal or Superintendent/Highest level administrator, School Board Representative/Coordinator, PTA School Coordinator/Parent liaison, Teacher/Educators or Curriculum Specialist, Community Member, Youth or other Administration.

☐   * Sample evaluation and assessment tools for students, participants and teaching artist(s).

☐   * Sample education programming tools, study guides, teacher preparation packets, curriculum, links to arts standards, etc.

☐   * Notes from the planning session with the advisory committee members or provide a list of who attended this planning session and each member's expertise and professional affiliations.

☐   Audio/Visual Materials: *(Please review "How to Submit Audio/Visual Materials" on page 3)*

- Include audio/visual/published materials documenting the artistic quality of the artist/company/consultant (no supplementary materials are needed for Residency Roster artists/companies or consultants):
- Artist/Company/Consultant resume or bio
  - All supplemental materials should be clearly labeled with the applicant organization name, the artist/company's name, the title of the selection (tapes must be cued, slide key must accompany slides). Audio/visual/published materials will not be returned unless accompanied by a self-addressed, stamped (not metered) envelope or mailer

You do not need to submit financial documentation (financial statements, 990's, etc.), or signed artist contracts with your application. If you receive ACA funding, you will be notified of the specific requirements to receive your grant award payment.

Partners in Arts Learning Grant Completeness Checklist

Applications that do not follow the guidelines stated will not be submitted for panel review. Submit one copy of application and all attachments by November 1, 2007 (postmarked or hand-delivered by 5:00 pm). **Do not staple any of the documents.**
Arizona Commission on the Arts, 417 West Roosevelt Street, Phoenix, Arizona 85003-1326

☐   * An organization profile in EGOR http://www.culturegrants-az.org/

☐   * Completed Application Budget

☐   * Completed Application Narrative

☐   * Completed Application Form

☐   * EMAIL a copy of your application narrative to artslearningnews@azarts.gov

☐   * Required Supplemental Material noted above

☐   * Federal Tax Exemption Letter
For first-time applicants only

☐   * Letters of support (Artist & Partnering Org.)

☐   * Sample evaluation/assessment/education tools

☐   * Advisory committee information

Pilot Program – Partners in Arts Learning

Partners in Arts Learning Project Budget

Submit a balanced proposed budget clearly outlining ALL the costs of the project, and projected income.   Include the amount you are requesting from the Commission. Grant funds must be cash-matched 1:1 at least.
Minimum request $750. Maximum request $10,000.

CASH EXPENSES

CASH INCOME

1. Contracted Services

   a) Artist Fee $ _____

     Name & Fee

     Name & Fee

     Name & Fee

     Name & Fee

     Name & Fee
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   b) Contracted Artist Travel $ _____

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2. Consultant Expenses $ _____

    Name & Fee

3. Community Outreach Experiences $ _____
   # of Tickets x cost of admission

   Other (describe):

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4. Supplies/Education Materials $ _____

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5. Transportation $ _____

   Travel for participants

6. Other (describe ineligible project costs that you will incur here): $

7. **Total Cash Expenses**

                        $ _____

(Total Items 1 thru 6)

8. Applicant Cash $ _____
    Other Grant
    Government
    Private
    Earned

9. Grant Amount Request $ _____

Minimum request $750.

Maximum request $10,000.

10. **Total Cash Income** $ _____

   (Must be equal to Line 7)